



# USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: 72030619R10008**

**ISSUANCE DATE:** November 27, 2018  
**CLOSING DATE/TIME:** December 11, 2018 (4:30 PM, Kabul Time)

**SUBJECT:** Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – **Project Management Assistant FSN-08 (Multiple Vacancies)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to [KblAIDHR@usaid.gov](mailto:KblAIDHR@usaid.gov).

Sincerely,

Dustin Kohls  
Executive Officer

Female candidates are strongly encouraged to apply

## **I. GENERAL INFORMATION**

- 1. SOLICITATION NO:** 72030619R10008
- 2. ISSUANCE DATE:** November 27, 2018
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** December 11, 2018  
no later than 4:30 pm Kabul time.
- 4. POSITION TITLE:** Project Management Assistant
- 5. MARKET VALUE:** Equivalent to **FSN-08 (Step 1-13)**  
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of U.S. Embassy Afghanistan. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** The period of performance is one year, with the possibility of extensions up to a total of five years, subject to availability of funds, satisfactory job performance and need for continued service.
- 7. PLACE OF PERFORMANCE:** Kabul, Afghanistan.
- 8. SECURITY LEVEL REQUIRED:** As an employment precondition, the successful applicant is required to obtain U.S Embassy Afghanistan RSO Security Clearance.
- 9. STATEMENT OF DUTIES**

### **1. General Statement of Purpose of the Contract**

The incumbent is assigned to the USAID/Afghanistan, Office of Humanitarian Assistance (OHA). OHA implements a complex portfolio budgeted at \$130-150 million per year, and includes funds from USAID's Office of Foreign Disaster Assistance (OFDA) and Office of Food for Peace (FFP). OHA provides humanitarian assistance in seven response sectors that include Shelter, Water Sanitation and Hygiene, Nutrition, Emergency Food Aid, Logistics and Coordination, Protection, and Emergency Health. The incumbent supports OHA in program management, Monitoring and Evaluation (M&E), program design, budgeting, and outreach and communications. The incumbent is responsible for providing the functions of a Program Management Unit for OHA, in support of the Senior Project Management Specialist (SPMS) and OHA Office Director.

### **2. Statement of Duties to be Performed**

Under the direct supervision of the Senior Project Management Specialist (SPMS), the incumbent is expected to directly support the office leadership on issues concerning project/activity management. The incumbent also manages and/or supports external outreach and communications, reporting, knowledge management

(internal and external), M&E, and overall program and performance management. The incumbent helps to manage office-level human resources planning and oversee related functions and requirements. The incumbent also liaises with the Office of Acquisition and Assistance (OAA) and the Office of Program and Project Development (OPPD) on contracting and program management issues concerning Office of Humanitarian Assistance (OHA) projects. The incumbent will be equipped and trained to backstop official Contracting/Agreement Officer Representatives (C/AORs)/Activity Managers as required. The incumbent also directly supports the Office of Humanitarian Assistance (OHA) leadership in strategy development, project design, and in program/policy coordination with other United States Government (USG) agencies and humanitarian donors.

The incumbent must help ensure that project activities are designed, managed, and implemented to achieve the Agency's goals and objectives for Afghanistan, within USG and USAID mandate(s) and financial resource constraints.

#### **A. Humanitarian Response Management and Reporting**

The incumbent assists the Senior Project Management Specialist (SPMS) in all project management actions assigned to her/him, and serves as an Activity Manager on projects assigned to him/her. The incumbent provides inputs/participate in the review and approval of the implementing partners' work plans, monitoring and evaluation plans, branding and marking plans, environmental mitigation and monitoring plans, and other required core project documents.

The incumbent is expected to directly lead the oversight, performance management, and overall direction of USAID's humanitarian response projects in several sectors. This includes USAID/OFDA's humanitarian response activities in the Protection, Information Management, and Logistics/Humanitarian Coordination sectors.

The incumbent tracks and reports on humanitarian assistance project progress on a continuing basis, especially the key performance indicators and weekly progress reports that measure the achievement of USAID's urgent and high-profile life-saving humanitarian assistance programs. The incumbent contributes in the review and approval of draft progress reports (i.e., inception, quarterly, annual, and final), as well as the design and management of Office Humanitarian Assistance (OHA)'s dedicated third party monitoring contract. The incumbent provides necessary inputs to and participates in performance and portfolio reviews (Mission-wide and project specific). The incumbent alerts the concerned CORs/AORs of challenges being faced by the projects assigned to him/her, and assists to ensure that all identified issues are discussed (with agreed actions documented) and eventually resolved.

The incumbent contributes in strategy development, M&E, and gender mainstreaming initiatives and activities. The incumbent also joins coordination events with the Government of Afghanistan (GoA), other donors and Embassies, and other activities as warranted.

## **B. Knowledge Management**

The Incumbent supports the overall office in knowledge management. This will include creating, sharing, and managing OHA programming information on the Shelter, Water Sanitation and Hygiene, Nutrition, Emergency Food Aid, Logistics and Coordination, Protection, and Emergency Health sectors, and closely liaising with the Development Outreach & Communications (DOC) Office and Strategic Communications officers in USAID/OFDA and USAID/FFP based in Washington. The incumbent is responsible for maintaining and updating the OHA Intranet site and other knowledge management tools; ensures that the information on the OHA intranet is up to date, relevant and appropriately disseminated; and train staff on how to use the OHA Intranet and other knowledge management tools, including Agency platforms like the Development Experience Clearinghouse (DEC). The incumbent needs to serve as the liaison between the OHA leadership and OFDA and FFP's in-house databases and knowledge management tools such as Abacus, which tracks budget and award management information for OFDA. It is the incumbent's responsibility to maintain the OHA intranet as a functional and relevant knowledge management tool.

## **C. Operations and Supervision**

The incumbent supports the Office of Humanitarian Assistance (OHA) Director in managing human resources function to coordinate OHA's frequent Temporary on Duty (TDYers), and ensure that the office is adequately staffed. This includes planning for staffing gaps throughout the year, coordinating an expected 12-15 TDY visits throughout the year, preparing the on-boarding of new staff, overseeing the office evaluation schedule, and ensuring that there is a smooth transition of departing staff. The incumbent also leads the planning and coordination of OFDA's Joint Humanitarian Operations Course (J-HOC) for US Military Officers and planners, which OHA normally conducts once per quarter at Bagram Air Field. The incumbent leads planning for events with Government officials such as round table conferences, press events, and any other events that arise. The incumbent coordinates meetings and visits with counterparts and other donors. The incumbent provides support to the OHA secretary in her/his duties, and backs up the OHA secretary when s/he is out of the office.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

### **3. Supervisory Relationship**

The incumbent works under the direct supervision of the Senior Project Management Specialist (SPMS). Assignments may also be made by the Office of Humanitarian Assistance (OHA)'s Office Director.

### **4. Supervisory Controls**

None.

## **10. AREA OF CONSIDERATION:**

Cooperating Country Nationals (CCN), meaning an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

According to ADS 309.3.1.4 d. "USAID policy is that a CCNPSC is preferred over a TCNPSC in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy."

## **11. PHYSICAL DEMANDS:**

The work requested does not involve undue physical demands.

## **12. POINT OF CONTACT:**

Any questions about this solicitation may be directed to: [KblAIDHR@usaid.gov](mailto:KblAIDHR@usaid.gov). Applications submitted to this email address will not be considered.

**Note:** No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- a. **Education:** At least two (2) years of College/University study in social sciences, development science, or human resources is required. (Education requirement must be met at the time of application for the subject position).
- b. **Work Experience:** At least three (3) years of relevant, progressively responsible work experience that broadly includes program/project support, knowledge management, human resources, administrative planning and implementation support, particularly within the context of humanitarian assistance or development with international development organizations, bilateral or multilateral donor organizations, or governmental/non-governmental organizations is required. (Work experience requirement must be met at the time of application for the subject position).
- c. **Language:** Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashto is required. (English language ability will be tested).
- d. **Knowledge:** Knowledge and understanding of the Afghan government, particularly in the humanitarian assistance sectors is required. Knowledge of humanitarian response sectors, particularly in the protection, humanitarian coordination, and information management. The incumbent keeps current with the state of the humanitarian response in Protection and Information Management/Coordination sectors in Afghanistan, in order to manage USAID's activities in these sectors. The incumbent must also have the potential to acquire understanding of, (1) USAID programming project design and implementation policies, procedures, and documentation related to

humanitarian assistance, as well as (2) objectives, approaches and status of the project(s) to which s/he is assigned.

- e. **Skills and Abilities:** The position requires strong analytical skills, including the ability to identify, locate, analyze, and evaluate relevant quantitative and qualitative data and to carry out technical analyses. This position requires project management and analytical skills, knowledge management and human resources competencies, as well as good judgment, and an ability to work with minimal supervision. The ability to organize and present project information effectively and objectively in written and oral form is preferred. Under limited supervision, the incumbent must be able to assist in planning, managing and evaluating the project(s) to which s/he is assigned. The incumbent must have strong interpersonal, communication (verbal and written) skills. The incumbent must have the ability to establish rapport and maintain contacts with colleagues in technical and support offices within USAID, as well as with implementing partner management and staff. Excellent MS Office skills (Word, Excel, Powerpoint) are required. The incumbent must be able to work in a team environment and under pressure.

### **III. EVALUATION AND SELECTION FACTORS**

- |                        |                   |
|------------------------|-------------------|
| • Work Experience      | 30 points         |
| • Knowledge            | 35 points         |
| • Skills and Abilities | 35 points         |
| Maximum Points:        | <b>100 points</b> |

After an initial application screening, the best qualified applicants will be invited for a written examination, English Proficiency Test and to an oral interview.

### **IV. PRESENTING AN OFFER**

13. Applicants are requested to submit a complete application package which must include all required documents (provided below) to [AFPAKjobs@usaid.gov](mailto:AFPAKjobs@usaid.gov) with a Subject line or offer submission: **Project Management Assistant FSN-08 (72030619R10008).**

Offers must be received by the closing date and time specified in **Section I, item 3**

#### **REQUIRED DOCUMENTS:**

- a. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
- b. Updated and signed version of Application for Employment as a Locally Employed Staff (DS-174) [https://af.usembassy.gov/wp-content/uploads/sites/268/Form\\_DS-174.doc](https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc) (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
- c. A current resume or curriculum vitae.

**IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE (3) REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV OR UPDATED AND SIGNED DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.**

**Note:**

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with unsigned/old DS-174 form will not be considered.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.
- Ø Offers must be received by the closing date and time specified in **Section I, item 3.**
- Ø To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

**V. LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Pre-employment Medical History and Examination Form
2. U.S Embassy Kabul Security Certification Request
3. Appointment Affidavits Standard Form 61

**VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

**BENEFITS and ALLOWANCES:**

- a. 25% Unique Conditions of Work Allowance (UCWA)**
- b. Defined Contribution Plan (DCF) 12% of the base salary**
- c. Transport Shuttle Service to Female Staff Only**

- d. Premium Pay
- e. Leave Benefits
- f. Medical Benefits
- g. Death and Disability Benefits
- h. Retirement and other end of service benefits
- i. Travel and TDY Benefits

## VII. TAXES

Local Employee Staff (CCN) is responsible for paying local income taxes. The U.S Mission does not withhold year end local income tax payments.

## VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad, “including **contract clause “General Provisions,”** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf) .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.**-By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635.**-See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.